



## **Payroll Management Services**

A Comprehensive services for maintaining of Salary, PF, ESI, Professional Tax, Bonus, Arrears, Loans etc.

### **Preparation of Userdefined Pay Slips**

TDS Summary  
Loan & Advance Balance  
Actual Scale  
Salary paid up to Previous Month  
Salary Period  
Reimbursement Slip  
Authorized Signatory Name  
Employee Signature

E Mail Facility of Pay Slips.  
Over Time Calculation.  
Arrear Calculation  
Increment/ Decrement Facility  
Reimbursement Facility.  
Projectwise Salary distribution  
maintain various Loan Accounts  
Quarterly, HalfYearly and Yearly Incentive Calculation.  
Bonus Calculation.

### **TDS**

Calculation of Tax on Salary as per Income Tax

TDS is to be deducted monthly.  
Preparation of Form 16,  
Form 16AA, Form 12BA,  
Return Form ITR1 & ITR2,  
Preparation & E filing of Form 24Q.  
Form 16, Form 16AA, Form 12BA Continuous Printing.  
Preparation of Salary Computation Sheet.  
Preparation of Draft Computation Sheet  
Facility to generate Digitally  
Signed Forms like Form16, Form16AA, Form12BA.  
E Mail facility of all Forms.

### **Statutory Forms Preparation**

Auto calculation of PF, ESI as per Statutory Rules.  
Auto calculation of Professional Tax StateWise as per Statutory Rules  
PF, ESI, Bonus, Pension, Gratuity, Wages Register.  
Monthly/Quarterly/HalfYearly/Annual Statutory Reports for Provident Fund, ESI,  
Professional Tax, Bonus etc. Forms of Employee's Pension Scheme, Employee's PF Scheme,  
Employee's State Insurance Regulation,  
Minimum Wages, Payment of Bonus, Payment of Gratuity, Payment of Wages.

### **Employees' Provident Fund/Employees' Pension Scheme**

Monthly Forms => Monthly PF, PF Challan, PF Form12A, PF  
Form5, PF Form10, Pension Form1

Yearly Forms => PF Form3A, PF Form6A

Declaration Form => PF Form2, PF Form11  
PF Withdrawal Form 19, Pension Withdrawal Form 10C

### **Employees' State Insurance Corporation**

Monthly Forms => Monthly ESI, ESI Challan

HalfYearly Forms => Form5, Form6, Form7  
Online Form1 (Declaration Form) Submission

### **Professional Tax Forms.**

Monthly/Quarterly/Annual Forms.

### **Various Innumerable MIS Reports.**

Preparation of Cash, Cheque, Transfer Register.  
Attendance Register.  
Preparation of Bank Statement  
Paid Leave Register.  
Preparation of Payroll Register, Salary Computation Sheet.  
Unpaid Leave Register.  
Full & Final Settlement of Account  
Overtime Register.  
General and Advance Search for Employee Information  
Bonus Register.  
Duplicate/Blank List of Employee Code/ PAN/ PF No/ ESI No/ A/c No  
Userdefined Appointment Letter.



### **LockSalary**

You can lock the salary till the specified month.  
You can lock the particular Salary Head through Salary Setup.

### **Stop Payment Facility**

You can mark the employees to stop their payment.

### **Reverse Salary Calculation**

### **Bulk EMail Facility**